



**United States District Court
Eastern District of New York
Office of the Clerk**
www.nved.uscourts.gov

Vacancy Announcement – #09-01/SYMGR

**Systems Manager
Brooklyn Courthouse – 225 Cadman Plaza East**

**Salary range: CL-29/30 (\$72,271-\$138,838), commensurate with education and experience.
Closing date for receipt of resumes: Monday, February 2, 2009, but the position will be open until filled.**

Position Overview:

The incumbent is responsible for the automated systems within the unit through introduction, application, operations, coordination, and integration of people, programs and equipment. The incumbent is also responsible for ensuring personnel are trained in automated system(s) use and working with staff to make operations effective and efficient. The incumbent processes payment authorizations of CJA vouchers, procurement of automated systems, and personnel requests within the IT Department.

Representative Duties:

- Develops short and long-range automation plans for the court unit.
- Manages implementation of all automated systems.
- Oversees local changes in software and documentation; oversees testing; establishes operating procedures.
- Devises security systems for hardware, software and data; works with IT staff to define requirements and standards; Coordinates training in system use and capabilities.
- Processes CJA vouchers for payment.
- Advises management in all areas of automation needs, objectives, and capabilities, including anticipation of future requirements and problems.
- Develops budget justification for system equipment, upgrades, and normal operations. Manages the approved budget including procurement and inventory control of computer hardware and software.
- Manages and supervises the automation team by: clarifying roles and responsibilities;
- Establishes performance expectations; evaluates performance, coordinating and approving work, vacation, telework and sick time; helps to establish priorities and time schedules.
- Recommends personnel actions concerning subordinates, evaluates work performance, coordinates training, employee relations, and related areas.
- Develops specific system features to satisfy local court unit needs. This may involve making adaptations to a national system, or participating in the planning for and acquisition of a specific system for the court unit.
- Maintains library of software, including documentation of locally developed material.
- Manages and develops special management reports for different elements of the court unit.
- Oversees automation maintenance program for the court unit.
- Participates in district, regional and national conferences to enhance professional growth, identify best practices, and improve systems and technology support.

Required Qualifications:

The successful candidate must have a broad working knowledge of theories, principles, methodologies, practices and techniques of: supervision; computer hardware and software; office automation; database design; local and wide area networks; data communications; and electronic imaging. The applicant must have demonstrated experience in analyzing, evaluating and determining automation needs and planning to implement systems to meet those needs, must have excellent problem solving skills and should have the ability to apply project management principles. The candidate should have ability to facilitate significant technology conversions through operational, administrative, and technical support systems, must have the

ability to train non-automation personnel in automation techniques and processes and must have the ability to lead and provide direction to a technical team. Three years management experience and demonstrated ability to manage automated systems is desirable. The applicant must have excellent communication and interpersonal skills.

Technical proficiency in the following US District Court specific software applications is preferred: CM/ECF, FAS4T and CJA. Experience with Informix SQL and Lotus Notes is strongly desired.

High school diploma or equivalent required and a college degree is strongly preferred. Highly relevant experience may substitute for a College degree.

For appointment at CL-30, a minimum of three years of management and five years specialized experience, including at least one year equivalent to work at the CL-29 level, is required. Specialized experience is defined as progressively responsible experience that is in, or closely related to, the work of the position that has provided the particular knowledge, skills and abilities to successfully perform the duties of the position.

Benefit Information:

Employees of the U.S. District Court are not classified under Civil Service, but are entitled to many of the same benefits. These benefits include participation in the retirement system, health and life insurance programs, optional participation in Thrift Savings Plan, optional disability plan, optional long term care program, optional flexible spending accounts, commuter benefits, paid holidays, leave accrual, and periodic salary increases.

Applicant Information:

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. Incomplete applications will not be considered.

Applicants must be U.S. citizens or eligible to work in the United States. Employees must adhere to the Code of Conduct for Judicial Employees. Excepted service appointments are AT WILL and can be terminated with or without cause by the Court. The successful candidate is hired provisionally, pending the results of an OPM Background Investigation. The incumbent will also be subject to with periodic reinvestigations. All new employees must satisfactorily serve a one (1) year probationary period.

To receive consideration, qualified applicants should submit their letter of interest addressed to Vacancy Announcement #09-01/SYSMGR , **by February 2, 2009** via email to: jeffery_howell@nyed.uscourts.gov. In addition, the Court requires a detailed list of education and work experience with salary history and the names and addresses of three character references. Applications can also be mailed to:

**U.S. District Court, E.D.N.Y.,
225 Cadman Plaza East,
Brooklyn New York 11201
Attention: Jeffery Howell, Human Resources Manager**

Due to the volume of applications received, the Court will communicate only with those individuals who are invited for a personal interview. The court reserves the right to conduct interviews prior to the closing date for receipt of applications.

This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

The Federal Building is a non-smoking facility.

The Court is not authorized to reimburse candidates for travel or moving expenses.

The U.S. District Court is an Equal Opportunity Employer.